

### Second Pre-Construction Meeting Checklist

Date \_\_\_\_\_

#### Meeting Participants

##### Owner/Owner's Representative

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Preferred Phone Number \_\_\_\_\_

##### Responsible Land Disturber

Name \_\_\_\_\_

Certification Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Preferred Phone Number \_\_\_\_\_

##### General Contractor's Representative

Name \_\_\_\_\_

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Preferred Phone Number \_\_\_\_\_

##### Design Engineering Firm

Name \_\_\_\_\_

Company Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Email Address \_\_\_\_\_

Preferred Phone Number \_\_\_\_\_

**Agenda**  
**Discussion Points**

**1. Erosion and Sediment Control**

- Review installation of initial E & S measures
- Written Certifications
- Review Construction Phasing
- Review Fencing of Disturbed Area
- Review Construction Schedule
- Review downstream properties for potential E & S impacts
- Review any critical measures or areas
- Logbook requirements
- Inspection frequencies
- Review the installation of the erosion and sediment control measures per VESCH. A schedule for any corrections shall be agreed upon and completed before any further work can commence. Upon approval of the initial measures, site construction shall proceed.
- Review enforcement. Notice To Comply, Stop Work Order, Notice Of Violation

**2. Stormwater Management Facilities and Required Certifications (If Applicable)**

- MS-19
- Impact on downstream properties

Comments: \_\_\_\_\_

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**3. Water/Sanitary Sewer Work (If Applicable)**

Comments: \_\_\_\_\_

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**4. Other Public Improvements (If Applicable)**

Comments: \_\_\_\_\_

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**Second Pre-construction Meeting Signatures**

_____ Owner/Owner's Representative	_____ Date
_____ Responsible Land Disturber	_____ Date
_____ Design Professional	_____ Date
_____ Town Representative	_____ Date